

## INTRODUCTION

Welcome to the Gainesville Elementary School. The school staff wants the best education possible for our children, and we know that can only come about by striving to meet high ideals. It cannot become a reality without the support of the parents and the patrons of this district.

Since good schools are an important part of our community, it is important that we realize that only through cooperation and effort on the part of all concerned can good schools be achieved. We, the school staff, wish to cooperate with you, the parents and guardians, so that your child will receive the benefits which result from parent-teacher cooperation.

With this thought in mind, this handbook has been prepared to help answer any questions which you might have concerning school policies and the school life of your child. Please read it over and feel free to discuss it with any of the school personnel. The complete policy manual can be found in the office.

Your interest in the school is appreciated. We invite you to visit your school and consult with the staff at any time.

GAINESVILLE ELEMENTARY STAFF

***"QUALITY LEARNING TODAY FOR TOMORROW"***

**BOARD OF EDUCATION  
REORGANIZED SCHOOL DISTRICT R-V**

President ..... Marti Warden  
Vice-President ..... Jabet Wade  
Member ..... Heather Bushner  
Member ..... Mason Eslinger  
Member ..... Corey Hillhouse  
Member ..... Jerry Kiger  
Member ..... Robby Walrath

**DISTRICT MISSION AND GOALS**

Education is central to the quality of life. It is at the heart of economic strength and security, creativity in the arts and letters, invention in the sciences, and the perpetuation of cultural values. Education is the key to successful and enjoyable lives. Graduates of Gainesville High School must be knowledgeable, well-trained, competent, and inventive. Therefore, the mission of the Gainesville R-V School District shall be "Quality Learning Today for Tomorrow."

**SCHOOL WEBSITE**

<http://gainesvillebulldogs.com>

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## ELEMENTARY FACULTY AND PERSONNEL

Superintendent .....Justin Gilmore  
Principal..... Erin Swofford  
Preschool .....Brandi Miller  
Title I Preschool..... Crystal Bartles  
Kindergarten ..... Hailey Hand, Tina Poe, Candice Collins  
First Grade ..... Rachel Hogan, Linda Howerton, Amy McDowell  
Second Grade .....Mandy Headrick, Haley Cooper, Brianna Johnson  
Third Grade .....Candi Lundry, Whitney Miller  
Fourth Grade..... Kristi Walker, Randi Hubbard, Misty Souder  
Fifth Grade ..... Sheryl Lawson, Heidi Gaulding  
Sixth Grade .....Ralena Roberts, Stacy Garrison  
Counselor ..... Nicole Hambelton  
K-12 Special Education Director ..... Stephenie Asher  
Title I Reading .....Ashley Comstock  
Art.....Sheila Thomas  
K-6th Music ..... Calli Vanranken  
P.E.....Misty Eslinger  
Computer Coordinator/Librarian..... Becky Grisham Elementary  
Special Services..... Lacy Roberts, Jana Gauley  
Speech Implementor ..... Rebecca Massey  
Paraprofessional ..... Michele Strain  
Challenge Class .....Brena Clark  
PAT Educator.....Renee Hambelton  
School Nurse.....Catrina Hawkins  
Secretary ..... Emmy Ellison  
Intervention Specialist .....Lacy Roberts  
Custodians ..... Bryon Jackson, Rhonda Sheppard  
PreSchool Aides ..... Janine Jenkins, Abby Britt  
LD Aides .....Hannah Stafford  
Student Aides .....Wendy Simpson, Gary Emrick  
Heather Hewett, Brittany Hewett  
Cooks ..... Cindy Potter-Food Director, Margie Stern,  
Mary Ann Moore, Melinda Goodson, Missy Rogers,  
Kasey Joslin, Bethany Chisam  
Bus Drivers..... Jody Argabright, Debbie Eslinger, Elmo Hambelton,  
Richard Miller, Terri O'Dell, Halbert Smith,  
Vicki Smith, Brenda Warren

**OFFICE HOURS 7:55-4:30 Monday through Thursday**

# **GAINESVILLE R-V SCHOOL DISTRICT**

## **2021-2022 SCHOOL CALENDAR**

<b>Dates</b>	<b>Events</b>
August 17 .....	Teacher In-Service
August 18 .....	Teacher In-Service
August 19 .....	Teacher In-Service
August 23 .....	First Day of School for Students
September 6.....	Labor Day (no school)
September 24.....	Teacher In-Service
October 14.....	End of first quarter
October 22.....	Parent/Teacher Conference 12:00 – 7:00
November 5.....	Teacher In-Service
November 24-25.....	Thanksgiving Vacation
December 17.....	End of 1st Semester - School In Session
Dec. 20--31.....	Winter Break (no school)

### **Second Semester**

January 3.....	Begin 2nd Semester
January 7.....	Teacher In-Service
January 17.....	Martin Luther King, Jr. Day (no school)
February 21 .....	Presidents' Day (no school)
March 11.....	End of third quarter School In Session
March 14-18 .....	Spring Break
March 25 .....	Teacher In-Service
April 29 .....	Teacher In-Service
May 19.....	End of fourth quarter
May 20.....	Teacher In-Service

Weather Makeup Days if Necessary: January 17 & 28, February 11 & 21, March 4 & 25, April 1 & 8, May 6 & 20



## Gainesville R-V School District BACK TO SCHOOL PLAN

Gainesville R-V School District will use Level Indicators to define health and safety restrictions to provide guidelines for students, staff, parents, and community stakeholders.

This plan has been created based on team decision with input from medical professionals and the Ozark County Health Department and may be adjusted as restrictions change throughout the area and information about the virus continues to be modified.

# Traditional School

All classes will take place in school buildings. Staff and students will maintain normal routines and school safety/security procedures. Parents, visitors, and guests follow all normal school security protocols.

LEVEL  
**1**  
**2**  
**3**

All classes will take place in school buildings. Extra cleaning and safety protocols for staff and students will be followed. There are restrictions on visitors and traveling in the buildings.

All classes will take place on campus in their classrooms. Students will eat meals in classrooms with sanitization occurring between all movements and transitions to new areas in the building. Sanitization stations will be placed throughout the buildings and on all school buses. Temperature checks will occur upon entry into the buildings. Water bottles will be strongly encouraged.

Learning may potentially be transitioned to AMI (Alternative Methods of Instruction). Teachers will be available for students both by appointment in person and online to aide in instruction. Zoom, Remind, and Class Dojo may be utilized in the instructional process.

## **REGISTRATION OF NEW STUDENTS**

To be eligible to enroll in kindergarten a child must be 5 years of age before August 1 on the year of entrance. Any child who has completed the kindergarten year shall not be required to meet the age requirements for entrance into first grade. Special consideration is given to transfer students as to age requirements in other states. A birth certificate and/or Social Security Card, enrollment forms, and immunization records are required for pupils entering school for the first time. Immunization records must be provided before students are admitted to school. Immunization records must be up to date before students are allowed to attend school.

## **IMMUNIZATION**

Missouri law states it is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles, mumps and rubella. It is the parents/guardians responsibility to make sure their children have up-to-date immunizations before they can attend Gainesville R-V School District. Kindergarten students will be required to have Hepatitis B shots. Recent legislation eliminated the 30-day grace period.

## **STUDENT WITHDRAWAL FROM SCHOOL**

Parents of children who are leaving the district should notify the school within 3 days prior to the last day of attendance. A withdrawal sheet must be filled out in the office. All library books, texts, and other school property must be returned to the proper teachers. The student may be asked to pay for books or equipment lost or damaged. Failure to do so may make it difficult for a student to be enrolled in another school.

## **ATTENDANCE**

Students are required to maintain a good attendance record. There is a direct relationship between school attendance and achievement, citizenship and success in school, as well as success in the future work place.

It is sometimes very difficult to make up material covered when a student is absent, if that material can be made up. The student still loses something by not being included in classroom participation.

It is hoped that parents will emphasize the importance of good attendance, as well as punctuality, with their children and will do everything they can to make it possible for a child to be in school each day.

Student recognition activities are provided to reward punctual, regular attendance. All absences will count against a student's days absent. Early dismissals and tardies will count against a child's perfect attendance.

We recognize that parents, school, and community share the responsibility to assist stu-

dents in developing habits of regular, punctual attendance. Students are tardy after 8:08. Five (5) tardies make one (1) absence.

It is the philosophy of the Board of Education that every student's attendance in class every day is vital in order for the maximum benefit of day-to-day instruction be derived. Therefore, the following policy has been adopted.

**Students are allowed to miss up to six days of school in a semester. An absence with a Doctor's note will still be unexcused.** It is understood that transitioning to a four day week should allow ample time for parents to schedule doctor and dentist appointments during the off day of the week. These notifications will be taken into consideration should an attendance appeal be requested.

More than six absences in a semester can result in a loss of credit for the semester. Parents will be notified in writing after the fourth absence and again after the 5th. After the sixth absence, DFS and/or law enforcement may be notified. After the sixth absence, students may appear before an appeal committee. If the appeal committee denies the student's request, the student may file a written request to the Superintendent to appear before the Board of Education for an appeal.

Please note: Students must be in physical attendance at school for at least 4 hours a day in order to participate in extra/co-curricular activities.

The committee will consider all the facts under the circumstances of each case in deciding whether to grant or deny the appeal. Relevant factors may include, but are not limited to the following:

- The reason(s) for the accrued or anticipated absences;
- The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal;
- The distribution of absences during the semester, i.e., whether scattered throughout the semester or occurring as consecutive absences;
- \* The duration of each period of absence;
- The pattern of attendance prior to the accrual of absences in question;
- Whether all class work has been satisfactorily completed; and the extent to which class essential learning outcomes have been mastered for that course.

The appeal committee will take into consideration valid absences. It is the parent or guardian's responsibility to provide appropriate written documentation for the appeals committee to consider absences. Written documentation must be from a licensed provider of services, parent letters are not appropriate documentation. The appeal may be submitted on the district's Attendance Appeal Form provided to the parent or guardian, or in other written or typed form that provides the following information:

- Date of appeal.
- A complete explanation of the reason(s) why the appeal should be granted.
- Any and all appropriate documentation.
- Signature of the parent or guardian.

Within one (1) week of the Appeal Committee's final decision, the student, parent or guard-



ian will be notified. If the parent or guardian does not agree with the final decision of the Appeal Committee, he or she may appeal the matter to the Superintendent.

All make up assignments will be completed within a reasonable time frame to be determined by the teacher.

### **TARDIES**

Any student not in their room at the ringing of the bell (8:00) shall be considered tardy unless previously excused by the teacher or principal. Students are not counted tardy when buses are late. The student must report to the office and be signed in when they arrive after 8:00. Students leaving after 3:00, but before dismissal bell will also be counted tardy and must be signed out in the office. Five (5) tardies equal one (1) absence.

Excessive tardies (4 or more )--school personnel will contact the parents or guardians.

### **SUPPLIES**

To guide parents, each grade has compiled a suggested list of items that a student might need for various levels of school work such as crayons, glue, pencils, papers, etc. These lists are available from the office.

### **EXCUSED ABSENCES FOR TRIPS**

Students may be excused, in certain instances, for trips during the school year. However, parents requesting such an excuse must contact the principal's office and obtain a "Request for Excused Absence Due to Out-of-Town Trip" form. This form must be completed and returned to the principal's office at least one week prior to the trip. To be approved, the request must meet the following criteria:

1. No more than one trip per student per year will be approved
2. The trip cannot exceed five (5) school days.
3. No trips will be approved during the last two weeks of school.
4. The trip must be judged by the principal to have educational value.
5. Students who are excused must complete all missed homework.
6. The principal will have final authority to approve or not to approve excused absences for trips.

### **PARENT RESPONSIBILITY**

The Board of Education has shown support for House Bill 207(Holding parents responsible for damages done by their dependents to public buildings and equipment). Any student found with explosives in their possession or lockers, which pose a danger to personnel or property or a threat to disrupting the academic process shall be removed immediately from school premises and the notice and hearing shall follow as soon as practical thereafter.

## PUPILS LEAVING SCHOOL GROUNDS

Once students arrive at school they are not permitted to leave until school is over unless a parent/guardian comes to the office and picks up their child. Students must leave the playgrounds after school. Students are to be supervised at all times and will not be allowed to play on the playground after school hours unsupervised.

Parents are asked to send a note of explanation to the school if their child is to go anywhere other than their normal destination at the end of the school day. Otherwise, the child will be put on the bus as usual.

A student planning to leave the school to spend the night away from home should present a note from his parents to inform his teacher of the plans. His host should present a note from his parents approving of the visit.

## VISITATIONS

Patrons and parents are welcome to visit classes, preferably after school has been in session for a few weeks. It is recommended that the teachers be informed prior to such visits. Children not enrolled in the school are not permitted to visit. All visitors should report to the principal's office for assistance.

## CURRICULUM

In the elementary school, basic skills are taught in the following areas:

**Communication Arts**— Reading instruction is a significant part of the Communication Arts curriculum. There are seven strands of reading which incorporate a part of all the language arts skills. The reading strands are decoding, vocabulary, comprehension, writing, study skills, language, and literature. Students at the primary levels receive instruction in phonics.

English, spelling, and handwriting are incorporated in the writing process. Students sharpen their skills through various forms of writing including the writing of sentences, paragraphs, short stories, informal letters, and simple reports. These skills are also enhanced through the reading process.

**Mathematics**— The elementary mathematics program uses concrete objects to develop understanding of the mathematics concepts as well as teaching the basic computational skills. The understanding of the concepts and the computational skills enhance the teaching of problem-solving and thinking skills. This means that students will be able to apply basic mathematics to real life situations.

**Science**— Science is an integration of concepts, processes, and attitudes. This integration is developed through a combination of “hands on” experiences, reading discussions, and demonstrations. Students receive these experiences as individuals, in small groups, and in total class activities.

**Social Studies**— Social studies is an area within the school curriculum that draws ideas from a variety of areas. Areas of study include history, the social sciences, the humanities, and citizenship education.

**Art**— Imagination, originality, and resourcefulness are higher forms of human thought. Art education addresses those concepts. Weekly art instruction is provided by a subject area specialist. This instruction establishes the base upon which children develop an appreciation of their own work, the work of their peers, and the work of other artists.

**Library**— Students receive regular instruction to develop the skills necessary to retrieve information. A high priority is to develop reading skills and reading appreciation.

**Music**— Both vocal and instrumental music are taught as follows.

**Vocal Music**— Students receive weekly instruction in vocal music from a music specialist. In addition to developing skills necessary to sing, students learn to appreciate music in general as one of the arts.

**Instrumental Music**— The playing of simple rhythm instruments begins in first grade and continues through sixth grade. Sixth grade students have the opportunity of receiving band instruction from a music specialist. Students must provide their own musical instrument.

**Physical Education**— Students receive complete and coordinated physical education instruction from a certified physical education teacher on a weekly basis. The classes provide students with growth in the development of motor skills and physical fitness. The units involved include rope jumping, movement education, locomotor, and nonlocomotor skills, rhythms, low-organized and organized games, and physical fitness activities. **Students will not be allowed to sit out from PE more than one day without a doctor's excuse.**

**Health**— The classroom health education is a sequential curriculum for the elementary grades. The overall goal is for students to learn how their actions affect their health and, thus begin to take more responsibility in caring for their health. Areas covered are personal/dental health, physical fitness, mental and social health, growth and development, safety/first aid, nutrition, consumer health, substance abuse, diseases and disorders, and community and environmental health.

## **CURSIVE HANDWRITING GUIDE**

**Goal:** To provide continuity through the grades with the teaching of cursive writing.

Teachers will monitor students' work for correct formation of letters, fluency, and legibility. It is also important for students to be able to read cursive writing.

Grade Level Guidelines:

**2nd:** \* Introduce, model, and teach all lower and upper case cursive letters (beginning 3rd qtr.) by the end of the year

\* Students will be able to write first and last name in cursive

- 3rd:** \* Review and practice all lower and upper case cursive letters  
 \* Names in cursive on daily work  
 \* Beginning 3rd qtr., students will be writing their spelling words in cursive  
 \* All hall work and finished projects will be done in cursive
- 4th:** \* Review and practice all lower and upper case cursive letters  
 \* Names in cursive on daily work  
 \* Students will be practicing their spelling words in cursive  
 \* Spelling test will be in cursive all year  
 \* All hall work and finished projects will be done in cursive
- 5th:** \* Continue to review, Monitor and correct all lower and upper case cursive letters  
 \* Names in cursive on daily work  
 \* Students will be practicing their spelling words in cursive  
 \* Spelling work and tests will be in cursive from start of the year  
 \* Gradually work in most other subjects will be done in cursive  
 \* All hall work and finished projects will be done in cursive
- 6th:** \* Continue to review, Monitor and correct all lower and upper case cursive letters  
 \* Names in cursive on daily work '  
 \* Students will be practicing their spelling words in cursive  
 \* Spelling work and tests will be in cursive from start of the year  
 \* Gradually work in most other subjects will be done in cursive  
 \* All hall work and finished projects will be done in cursive

## **SPECIAL PROGRAMS**

**Parents As Teachers**— The Parents As Teachers Program is designed to help parents understand more about how their children grow and develop during the first five years of life. Children learn more during the preschool years than at any other time in life so parents have an important role as a child's first teacher. The Parents As Teachers program is free and available to all families residing within the Gainesville School District beginning during pregnancy and continuing until the child enters kindergarten.

Specially trained parent educators meet with parents in home visits to give guidance and support in fostering children's intellectual, language, social, and motor development. Group meetings are also provided to allow parents to share experiences and discuss topics of interest. Annual developmental screening informs parents of their child's developmental progress.

The program helps parents feel more confident in their parenting role, promotes children's eagerness to learn so that they can be successful when they reach kindergarten, and begin a home-school partnership as early as possible.

**Preschool**— The Preschool program is designed to help four year olds become acquainted with a structural setting in the school environment. The Preschool program is provided for four year olds for a full day, four days a week, Monday through Thursday. Parents are responsible for transportation to and from preschool. Excessive absences will automatically dismiss the student from the Preschool program.

The same format is followed in the Preschool program as in the Parent As Teachers program only focusing on the four year old developmental stages.

**Counseling**— The district provides comprehensive counseling services for students of all grade levels.

The elementary school is served by a counselor who is specially trained to help students realize their fullest potential as unique human beings. Depending on the students' needs, the school counselor may help them academically, socially, or emotionally. The counselor may work with students individually or in groups.

At times, all children have developmental concerns. Counselors are trained to help them manage developmental concerns. Counselors help students discover talents and abilities, understand and cope with feelings and attitudes they are experiencing, learn skills for managing their use of time, and develop positive relationships with adults and other children. Elementary counselors work closely with teachers to develop educational and behavioral plans to meet the individual needs of students. Counselors also help to prepare educational activities related to such topics as self-understanding and career exploration.

Counselors place a high value on the contribution parents make to their child's progress in school and welcome contact from parents.

### **TELEPHONE AND STUDENT VISITING**

If you desire to telephone the teacher or your child, your message will be accepted at the office and forwarded to the classroom so a return call can be made when they are free. Students are denied the use of the school telephone to gain permission from parents to go home with a friend or take a friend home with them. Such visiting plans must be arranged with parents before children arrive at school. Please make your plans as far ahead as possible with your child before he comes to school. Do not call the school to deliver a message which could be taken care of before the child arrives at school. Receiving calls and delivering student messages is very time consuming for the office secretary and often it is impossible to deliver the message. **Please send a note to the teacher with any special instructions rather than calling the office. Transportation changes need to be made before 2:00 p.m.**

### **USE OF DRUGS**

The use of tobacco, alcohol, or drugs in any form by students is prohibited on any part of the school campus or in a school bus. It is also illegal to come on the school grounds at any time while under the influence of drugs or alcohol. Violation will result in administrative discipline and may include expulsion.

### **SMOKE-FREE**

All buildings and property are smoke-free. This means that smoking is prohibited in the buildings or in/on school property. This action was taken to not only protect the health of employees, children, and patrons but to also provide modeling for young people. Please help us in this effort by not smoking while at school or when in/or on school property.

## **BICYCLES**

Bicycle privileges are limited to children nine and older. Children are not to ride double, must walk bikes across major crossings and on the school grounds. They are not to be ridden on sidewalks. They are vehicles and must observe traffic rules. Bicycles must be parked upon reaching school and not ridden again until pupils go home.

## **PLAYGROUND**

Students are expected to go out for play time unless a note is sent from the home. Appropriate clothing should be worn for outside activities.

Activity on the playground is organized and supervised to provide safe recreation. The school will provide all playground equipment needed. Hardballs are not permitted because of the hazard they present. Ball gloves may be brought from home.

## **PLAYGROUND RULES**

1. Do not jump from the swings.
2. Do not climb up the slide the wrong way.
3. Do not go over the hill or outside the fenced area.
4. Do not play tag--this turns into hitting and pushing.
5. Do not throw anything besides a ball.

## **CELL PHONES, ELECTRONIC DEVICES, TRADING CARDS, ETC.**

Cell phones/electronic devices will be prohibited in the school building, during the school day, unless they are turned into the school office at the time of student arrival. Cell phones/electronic devices that students turn into the office, may be picked up by the student at the end of the school day (after 7th hour). Cell phones/electronic devices will also be prohibited on the school bus. Students taking trips may take cell phones/electronic devices, but will be asked to turn in their cell phones, electronic devices to the trip sponsor while the students are on the bus. Students who fail to comply with the cell phone/electronic device policy will have their cell phone/electronic device confiscated, in which a parent/guardian must be the individual to pick up the cell phone/electronic device. Any cell phone/electronic device offense thereafter will result in suspension and parent/guardian pick-up.

## **BREAKFAST/LUNCH**

A hot lunch, including milk, is served in the cafeteria. The cost is \$2.15 per meal for students and \$3.20 for adults. Extra milk may be purchased for 45 cents. Payment for lunches is made weekly or daily. You may pay ahead of time by sending a check for an entire month or by paying a sum of money on your child's account. Excessive lunches may not be charged without permission from the principal. All children are expected to eat lunch each day, either a served lunch or sack lunch. Breakfast is served free for all students. Forms for free and reduced lunch will be sent home with each child.

Each grade will have a 20 minute lunch period. Students may talk quietly once they are seated. If students remain too loud after being warned, the teacher on duty may require individual students, or an entire class, to not talk.

Children wishing to bring their lunch are required to eat in the lunchroom, and milk may be purchased if desired. Children on free and reduced lunches bringing their lunch are responsible for purchasing milk. When bringing their own drink it is recommended that thermos bottles be filled with healthful drink so that proper nutrition rules are followed. Do not put carbonated beverages in thermos bottles— as the build up of gas often causes breakage. Do not bring pop.

Per board policy - a student with a negative balance that exceeds \$30.00 will not be able to participate in extracurricular activities until the students account is reduced to under \$30.00 or a payment plan has been established. For more information on payment plans please call Cindy Potter at 679-4200. (Extracurricular activities include any activity before school, after school, weekends or any activity that would remove the student from instruction time.)

### **FOOD ALLERGIES**

Any child who has a food allergy and requires a substitution for that food must get a physician's statement. State forms for the physician may be picked up in the office. A new form must be provided each year before the food substitution can be made.

### **WEATHER EMERGENCIES**

School will not be open when it is considered too dangerous for buses to travel. Announcements will be made through the courtesy of radio and TV stations, if school will be closed. No announcement will be made if school is to be in session. Listen to your radio or TV for announcements concerning dismissal for weather emergencies. Please have arrangements made in advance as to where your child is to go or what they are supposed to do in case school is turned out early unexpectedly. Do not depend upon the child calling home to find out what to do as there is not sufficient time for everyone to call.

TV Channels -- KYTV 3, KOLR 10, Fox KDEB, KSPR Ch. 8

KTTS -- 1260 AM and 94.7 FM

KWTO -- 560 AM

KMAC -- 99.7 FM

KKDY -- 102.5 FM

KTXR -- 100.5 FM

\*\*Automated Call System

**\*\*School Reach** - Gainesville R-V provides an automated phone service that allows parents to be contacted in case of a school closing or other special circumstances. Each child will be given a form to sign up for this free service.

### **DRESS CODE & PERSONAL GROOMING**

The following has been adopted by the Board of Education as personal grooming regulations for all students. Students are expected to abide by these regulations unless specific exception is granted by the Board.

1. Students are to dress in clothes appropriate for school. Clothing not appropriate for

school would include shorts, or skirts that are shorter than fingertip length with the arm and hand extended totally downward, half tops, tube tops, oversized tank tops, and shirts that would expose undergarments. No spaghetti straps will be allowed. Any type of clothing inappropriate will be determined by the building principal.

2. Shirts must be buttoned.
3. Sweatshirts and T-shirts should be plain or contain writing that is not considered obscene or offensive by the administration.
4. All students should have clean hair which is cut and combed neatly. Combing should be taken care of outside the classroom.
5. Sunglasses are not to be worn in the building.
6. Head cover of any type should not be worn inside the building during school hours.
7. Face painting is permitted only on elementary spirit days.
8. No shorts during the months of November through February.
9. Please remember that students have recess daily and PE 1-2 times per week. It is important for students to have proper shoes for activities that they will be participating in. Flip-flops frequently cause problems for students at school. They cause many slips/falls and often break while students are at PE and during recess.

### **HEAD LICE**

All elementary students will be checked by the nurse or teacher for head lice a minimum of three times per year or as needed. Throughout the year, three scheduled head lice checks will occur. The student can not ride the bus or be re-admitted to school without being re-checked. The student shall be free of nits and lice before he or she can be re-admitted to school.

### **GRADE CARDS**

Grade reports are emailed to elementary parents at the end of each quarter with the teacher's evaluation of a child's academic and behavioral progress. They **will not** need to be signed and returned to school.

Midterm reports will be emailed for a parent signature during each quarter in grades 4-6.

Some typical criteria used in determining a student's progress are (1) performance on tests given in the class; (2) quality of written work; (3) participation in and contribution to class activities; (4) promptness and thoroughness in completing assignments, and (5) a general grasp of knowledge and skills in a particular subject. Both teachers and parents should emphasize a variety of factors. These include such things as regular attendance, cooperation in the group, attentiveness, accuracy in following directions, habits of effective study, initiative of work with self-direction in worthwhile activities, and other traits listed on the student's report card.



## **PARENT--TEACHER CONFERENCES**

Each fall parents are encouraged to schedule a conference with their child's teacher during Parent-Teacher Conference Week. In these conferences, parents receive their child's grades. Classes are dismissed on Friday of the Parent-Teacher Conference week (weather permitting).

Other conferences may be held during the year to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should call the school to make an appointment. Conferences may be scheduled before school, after school, or during the teacher's planning time.

### **GRADE SCALE**

A	96 - 100	B	83 - 86	C	73 - 76	D	63 - 66
A-	90 - 95	B-	80 - 82	C-	70 - 72	D-	60 - 62
B+	87 - 89	C+	77 - 79	D+	67 - 69	F	59 & Below

Art, Music and P.E.—Students will earn a Satisfactory (S), Improving (I) or Unsatisfactory (U)

**Please note kindergarten and first grade adopt grade level appropriate grading scales.**

## **PARENT PORTAL**

Parents are able to complete a form with contact information that will allow them to access their child's grades, lunch fees, absences, etc. through the school district's website.

## **HONOR ROLL**

Honor Roll -- Average from 80 to 100 with no grade below 80

## **HOMEWORK**

Few homework assignments are given in the lower grades but as the student advances through the grades, more homework may be expected. More reading other than the basic bookwork should be done at home. Teachers try to present new materials, instructions and assignments in such a way that the student will know what is expected of him. Schools have found that parent-teacher-student teamwork paves the way to successful homework. Some suggestions are offered for parents in helping with homework:

1. Provide a suitable place for work or study.
2. Have appropriate resources readily available.
3. Assist with drill and routine work.
4. Give encouragement and show interest, but avoid undue pressure.
5. Exercise patience in helping the student.
6. Work out a schedule of family activities and study time so that they do not interfere with each other.

7. See that the student uses his time wisely while studying.
8. Provide assistance and encouragement without doing the work for the student.

### **ASSIGNMENT BOOKS**

Assignment books will be provided in grades fourth through sixth for all students free of charge. Students will be responsible for writing down assignments and other information from their teachers in the assignment book. If the student loses the assignment book, a fee of \$3.00 will be charged to get a new one.

### **PROMOTION AND RETENTION OF STUDENT**

The Gainesville Board of Education is committed to the continuous development of students enrolled in the district's schools. A student's achievement of the skills and competencies required at the current grade assignment shall determine his/her promotion to the proper grade level.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the student's teacher(s) and building principal, they are in the best educational interest of the student's involved. Exceptions will always be made after prior notification and explanation is given to each student's parents/guardians with the final decision resting with the building principal. In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principal will direct and aid teachers in evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will be assigned a classroom for the following year based on the criteria listed below. All of these factors combined will be taken into consideration. Although parent requests will be considered, the final placement will rest with the building principal based on what he/she feels is in the best interest of the student after considering all criteria. Those criteria are as follows:

1. Balance of boys/girls
2. Balance of ability levels
3. Teacher-student compatibility
4. Student-student compatibility
5. Teacher recommendations
6. Placement of siblings in a common grade

### **READING RETENTION LAW**

Senate Bill 319 states that any student who is reading one grade level below after completing the 3<sup>rd</sup> grade will possibly be retained. The district will identify students who are reading below grade level, notify the parents, and provide special services to these students. If the student continues to stay behind and not show any progress that student may be retained in possibly the 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade.

## FIRST AID

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. Parents will be notified of more serious accidents. Be sure the school has an emergency telephone number to call in the event of an accident or illness with your child.

## MEDICATION

If under exceptional circumstances a student is required to take medication during school hours and the parent cannot be at school to administer the medication, a note from the parent must accompany the medicine. **All medicines need to be in the original bottle or else it will not be administered.** The school nurse will administer the medicine at the student's lunch period unless a doctor has ordered a specific time. Please arrange your medication schedule at home accordingly.

## SPECIAL SERVICES

### Special Education Services

Resource Room - Two full-time teachers and two aides  
Speech Pathology - Services provided by Ozark Medical Center  
Challenge - One part-time teacher

### Additional Services

Math Improvement - One instructional assistant  
Library - Fully equipped library with a full-time librarian  
School Nurse - One certified nurse  
Early Childhood Education (Birth to 3 years) - PAT Educator  
Pre-School Program - 4, and 5 year olds with students entering kindergarten in the next school year given priority.  
Counselor - Individual, small group and classroom programs  
Reading Improvement - One full time reading teacher

## SCHOOL INSURANCE

The school makes available through an insurance company, a low-cost accident insurance policy. This is voluntary on the part of the student. The school encourages the students to take advantage of this service. Applications should be mailed to the company.

## LIBRARY

Students who have any overdue library books will no longer be able to check out additional library books until that overdue book is returned to the library or returned to the library and renewed. Books that have been overdue for one month or more will have to be turned in to the library and not renewed.

The above policy applies to overdue books only. Students may need to keep a book for longer than one month in order to finish reading it, but they need to bring them in every so often so that we can renew them to prevent the book from becoming overdue.

We also have a policy for lost or damaged books which states that any book or books that have been lost or damaged must be paid for before students will be allowed to check out additional books from the elementary library.

Our policies have been put in place to help us better serve all of our students and keep our materials available and in good condition.

Overdue Notices are sent home with students around the first of each month and students are reminded of overdues in the library on a weekly basis when they visit us to check out new books.

### **LOST AND FOUND**

PLEASE LABEL ALL OF YOUR CHILD'S POSSESSIONS THAT ARE USED OR WORN TO SCHOOL. This applies to all age groups. Articles found on the grounds are turned in at the office. Articles not claimed within 4 weeks will be donated to charitable organizations.

### **ROOM PARTIES / INVITATIONS**

**Due to hepatitis concerns all treats or snacks must be pre-packaged. The teachers will be responsible for organizing refreshments for Fall Festival and Valentine's Day parties. Winter parties will be at the discretion of the teacher. However, parents may arrange a birthday pre-packaged treat for their child by consulting with the classroom teacher ahead of time. Parties or treats are recommended to be after lunch. Please do not send your child with personal invitations to a party to pass out at school. Personal invitations need to be delivered without school involvement.**

### **SNACKS**

Students may bring snacks to school to eat during recess. However, suckers, gum and carbonated drinks are not allowed in class or at recess. Healthy snacks are encouraged.

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the building principal in accordance with the replacement cost of the lost or damaged item. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action. Failure to pay for damages shall result, after due notification of parent or guardian, in the student being suspended from school with readmission only upon approval of the superintendent or the Board.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism loss or damage caused by their children up to an amount of \$2000.

In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

### **DISCIPLINE**

1. Teachers shall have the authority to develop rules and regulations regarding student behavior in the establishment of the instructional climate. The Assertive Discipline Plan will be sent home to each parent for their signature acknowledging they have read and understood the plan.
2. Punishment - The Principal has the right to use corporal punishment upon a student if such punishment is necessary to maintain order and discipline in the school.
3. After school detention or suspension from school may be used by the principal whenever it is deemed necessary.
4. The third suspension will constitute permanent expulsion from school when approved by the Board.

### **SEXUAL HARASSMENT**

Sexual harassment of students is strictly prohibited in the school district. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made to a student. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

### **HAZING / BULLYING**

In order to promote a safe learning environment for all students, the Gainesville R-V School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

This is the district's annual notification to inform students, parents, district staff and volunteers that hazing and bullying is prohibited; please see Board Policy JFCF for complete policy. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

## WEAPONS

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school in accordance with the Safe School Act of Missouri.

In accordance with federal law, any student who brings or possesses a firearm on school property will be suspended from school for at least one calendar year. This suspension may be modified on a case-by-case basis upon recommendation by the superintendent or the Board of Education. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school in accordance with the Safe Schools Act of Missouri.

## ASSERTIVE DISCIPLINE PLAN

We are pleased to have your child in the Gainesville Elementary School. To guarantee your child and all the other students in school the excellent learning climate they deserve, the following discipline plan will be followed.

### CLASS RULES

1. Keep hands, feet, and all other objects to yourself.
2. No teasing or name calling.
3. Be respectful to others.
4. Follow any staff member's directions.
5. Come to class prepared and hand in assignments on time.
6. Listen and follow directions the first time they are given.
7. Stay in seat.
8. Raise hand to speak and wait to be called upon.

### IF A STUDENT CHOOSES TO BREAK A RULE:

Students who behave appropriately will be positively rewarded with praise, hugs, stickers, stamps, positive notes sent home, free time, bonus points and/or other special privileges. When students choose to break a rule, the following consequences will be imposed:

<u>Daily</u>	<u>K--2nd</u>	<u>3rd--6th</u>
First Time	Warning	Warning
Second Time	5 minutes of time out	10 minutes of time out or recess detention
Third Time	10 minutes of time out or recess detention	20 minutes of time out or recess detention

Fourth Time	15 minutes of time out or recess detention and contact parents	20 minutes of recess detention and contact parents
Fifth Time	Send to principal, after-school detention	Send to Principal, after-school detention
Severe Clause	Send to Principal	Send to Principal

## CONSEQUENCES OF BEING SENT TO THE PRINCIPAL

1st time - student conference and notify parent or guardian

2nd time - student behavior contract or one missed recess and parent/guardian notification

3rd time - notify parent or guardian and a serious consequence.

4th time - teacher, principal and parent conference; a serious consequence.

5th and subsequent times will be determined on an individual basis but may include any of the above, swats, or out-of-school suspension.

\*Serious consequences include: missing special classes, lunchroom isolation, after-school detention, or all day grade-level appropriate isolation.

Repeat offenses could result in the principal going directly to the last consequence with suspensions being extended with each repeat offense.

Severe behavior (such as fighting, verbal abuse, or destruction of property) may result in the principal going directly to the last consequence. Fighting, punching, purposely tripping and shoving will be dealt with as a severe consequence and the person initiating the action will have a more severe consequence if that can be determined.

There will be zero tolerance for violent language, violent behavior, defiance, or disrespect to staff members. All specific threats will be thoroughly investigated and could result in suspension.

### **Recess Detention**

Recess is considered a social time for students and when appropriate the social aspect of recess will be taken away from students. When students serve recess detention they will continue to engage in physical activity but will do so in isolation, away from their classmates.

### **Lunch Detention**

Students may receive a detention to be served during their lunch period. All students who serve lunch detention will be required to sit and eat their lunches in isolation without talking to other students.

## **INCOMPLETE ASSIGNMENTS**

Incomplete assignments are kept on a quarterly basis. Infractions will follow the assertive discipline plan, in addition to this section. An incomplete assignment is any assignment

not turned in and/or acceptable presented at the time it is needed for the teacher. The student will still have an opportunity to complete the assignment, but it will be considered an incomplete assignment,

1. Parent/Guardian will be notified by the teacher after three incomplete assignments.
2. After six incomplete assignments, parent/guardian will be notified and the student will have after-school detention.
3. After nine incomplete assignments, the parent/guardian will be contacted for a conference and the child will have after-school detention.
4. After twelve incomplete assignments, the parent/guardian will be contacted for a conference with the teacher and the principal, and the student will have after-school detention until 4:30 P.M. Students earning more than twelve incompletes per quarter could result in in-school suspension, swats or out-of-school suspension.

The principal has the right to interpret policy for items not specifically written in this handbook or in special circumstances. Students with an I.E.P. will be treated according to their written I.E.P.

### **PRE-SCHOOL DISCIPLINE PLAN**

Gainesville preschool will adapt the Assertive Discipline plan to an age appropriate level of four and five-year-olds.

#### **Daily**

First offense	warning
Second offense	warning and reminder
Third offense	Time out for number of minutes equal to age of child
Fourth offense	Time out for double the number of minutes equal to the age of child and note home
Fifth offense	Time out during all of recess or another appropriate activity and note home
Sixth offense	Send to principal
Severe Clause	Send to principal

#### **Consequences of being sent to principal**

First time -- conference with student and note home

Second time -- office detention/time out and note home

Third time -- principal will contact parents and consequence could result in spending time in office, being sent home, or swats



Repeat offenses --Students sent to the office more than twice in one week could result in the principal going directly to the severe clause

The principal has the right to interpret policy for items not specifically written in this handbook or in special circumstances. Students with an IEP will be treated according to their written IEP.

### **PRE-SCHOOL ATTENDANCE**

In an effort to serve as many students as efficiently as possible, any student missing more than four consecutive days without contacting the school will lose his/her slot. Student missing more than three unexcused absences per quarter will lose his/her slot.

### **PARTICIPATION IN STUDENT ACTIVITIES**

Participation in student activities is a privilege and not a right. Creditable citizenship will be required from each participant in all school activities. Creditable citizenship includes such things as regular and punctual attendance, maintain satisfactory grades, and a quality of conduct which promotes the best interests of the school, in school and away from school. Therefore, students will exhibit standards of behavior which will bring credit to the student, the activities, the school and community. Any student who misses over half a day on Friday will not be allowed to participate in weekend activities, without prior approval from the administration.

### **BUS SERVICE**

Only those students who meet eligibility requirements by means of residence or superintendent approval will be permitted to use school bus transportation for the purpose of travel to and from school. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may lose his or her privilege.

### **SCHOOL BUS SAFETY REGULATIONS**

#### **1. PREVIOUS TO LOADING**

- A. Pupils must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
- B. Bus riders should conduct themselves in a safe manner while waiting for the bus.
- C. Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter the school bus.

#### **2. BUS RULES:**

- A. The driver has the same authority over the students on the bus as the teacher has in the classroom.
- B. No excessive noise and disruption--lack of courtesy and respect.
- C. No fighting or scuffling on the bus.

- D. Bus riders are to stay seated on their bottoms.
- E. Deliberate delay of loading or unloading the bus will not be tolerated.
- F. Deliberate defiance or refusal to cooperate with the bus driver will not be tolerated.
- G. No obscene and unacceptable language, gestures, remarks, signs, or indecent exposure.
- H. No throwing items of any kind inside the bus, at the bus, or out of the bus window.
- I. No smoking, chewing, or possession of tobacco.
- J. No lighting matches.
- K. No destruction of property.
- L. No extending hands, arms, or any portion of the body out of the bus window.
- M. No tampering with equipment or controls--deliberate vandalism.
- N. No use or possession of a controlled substance.
- O. Keep books, packages, coats, feet, and all other objects out of the aisle.
- P. No pop in cans, cups, or bottles on the bus.
- Q. No eating on the bus without the driver's permission.

### **3. AFTER LEAVING THE BUS:**

- A. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus), then cross only when the driver signals it is safe. The pupils then should look to be sure that no traffic is approaching from either direction.
- B. The bus driver will not discharge riders at other places than the regular bus stop at the home or at the school, unless a note from parents or school officials is presented to the driver.

### **4. EXTRA-CURRICULAR:**

- A. The above rules and regulations would apply to any trip under school sponsorship.

### **VIOLATIONS OF BUS RULES**

1st offense - warning by driver

2nd offense- warning by driver, student conference, and notification of parents by driver

3rd offense - 1<sup>st</sup> written office referral, principal/student conference, notification of parents, and recess detention

4th offense - 2<sup>nd</sup> written office referral and after school detention

5th offense - 3<sup>rd</sup> written office referral and loss of bus privilege for unlimited time (usually 1 or 2 days at first with more days for continued bus disruption)

## **STUDENTS NOT RIDING A BUS**

Students not riding a bus should plan to arrive at school no earlier than 7:45 a.m. Students should go to a designated room and work on homework or other instructional activities. To keep our students safe, please do not back into loading traffic until students have finished loading.

Parents may pick their children up at 3:20 p.m. in the front of the building. Please do not pick-up or drop off students in back of the building. A safety patrol may be out front directing traffic for the children's safety. Please follow their instructions.

## **BUILDING REGULATIONS**

1. Students should not arrive before 7:45 A.M.
2. School will begin at 7:55 A.M. and dismiss at 3:35 P.M.
3. Students damaging or defacing any school property shall pay in full for all damages caused thereby. Failing to do so, they shall after due notification of parent or guardian, be suspended from school and shall be readmitted only by approval from the Board of Education.
4. There will be no running in the halls at any time.
5. No traffic will be permitted behind the school building during school hours.
6. Noise level in the halls should be conducive to learning.
7. Public display of affection is unacceptable behavior at school or school activities.
8. All visitors must report to the office and pick up a visitor's pass before going down to the classrooms.
9. All students must follow all district rules when in buildings or on school property.
10. Permission must be granted for any student to use the gym after school hours and be supervised by an adult.

## **LOCKED DOORS**

All doors will remain locked from the outside except the doors by the office. All visitors must report to the office before going to the classrooms.

## **STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS**

The district must evaluate student progress after the initial assessment and report the progress in the aggregate at the building level as part of the annual report issued to patrons of the district. The district is required to report only the scores of students meeting the district's attendance policy, and no report shall disclose student achievement data in such a manner that would personally identify any student. The district may establish a system of rewards and punishments designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment established by law.

## **TESTING PROGRAM**

The purpose of the district wide testing program is to facilitate and provide information for student achievement, student counseling, instructional change, and school and district assessment. Achievement tests will be administered to kindergarten through sixth grade.

## RELEASE OF EDUCATION RECORDS

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions:

1. The district may disclose education record information without consent when the disclosure is:

1) To school officials who have a legitimate educational interest in the records.

A school official is:

- > A person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff.
- > A person elected to the School Board.
- > A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultant, therapist, etc.
- > A person who is employed by the school district's law enforcement unit.
- > A student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school/official in performing his/her tasks.

A school official has a legitimate educational interest if the official is:

- > Performing a task that is specified in his or her position description or by a contract agreement,
  - > Performing a task related to a student's education.
  - > Performing a task related to the discipline of a student.
  - > Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
  - > Maintaining the safety and security of the campus.
- 2) To officials of another school, upon request, in which a student seeks or intends to enroll.
- 3) To authorized representatives of state and local educational authorities.
- 4) School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. @ 1232g (b)(1)(E).

- 5) To accrediting organizations to carry out their accrediting functions.
  - 6) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
  - 7) To parents of a student who is not an eligible student or to the student.
  - 8) To comply with a judicial order or a lawfully issued subpoena.
  - 9) In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  - 10) To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
  - 11) To appropriate parties in a health or safety emergency.
  - 12) To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99.
2. The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student. This paragraph does not apply if the request was from or the disclosure was to:
- > the parent or eligible student,
  - > school officials within the district who have a legitimate educational interest in the student's education records,
  - > a party with written consent from the parent or eligible student,
  - > a party seeking "Directory Information," or
  - > a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

## Appeals Procedures

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of education records:

1. Parents or the eligible student must ask the school district to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the custodian of records, as designated in Section H of this regulation.
2. The school district will decide whether it will amend the record as requested within a reasonable time after receiving the request. If it decides not to amend the record as requested, the district will notify the parents or eligible student of the decision and inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the school district will hold a hearing within a reasonable time after the request is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals of his or her choice, including an attorney.
5. The school district will prepare a written decision based solely on the evidence presented at the hearing within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the school district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student of the amendment in writing.
7. If the school district decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.
9. Types, Locations and Custodians of Education Records

The following is a list of the types of school records that the district maintains, their location, and their custodians.

Types	Location	Custodian
<b>Cumulative School Records</b> , including discipline records (Current students)	School principal's office	School principal
<b>Cumulative School Records</b> , including discipline records (Former students)	School principal's office	School principal
<b>Health Records</b>	School principal's office	School principal
<b>Occasional Records</b> (Student education records not identified above, such as those in superintendent's office, in the school attorney's office, or in the possession of teachers.)	as appropriate for specific record	School principal

### DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which:

- A. Are obscene to minors.
- B. Are libelous.
- C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- D. Advertise any product or service not permitted to minors by law.
- E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (A) through (D) to any student is prohibited. Distribution on school premises of material in categories (E) and (F) to a substantial number of students is prohibited.

## **Procedures**

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or his or her secretary 24 hours in advance of desired distribution time, together with the following information:

- A. Name and phone number of the person submitting request.
- B. Date(s) and time(s) of day of intended display or distribution.
- C. Location where material will be displayed or distributed.
- D. The grade(s) of students to whom the display or distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted. If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions as submitted above.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions as submitted above.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

## **Time, Place and Manner of Distribution**

The distribution of written material shall be limited to a reasonable time, place and manner as follows:



- A. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school.

## Definitions

The following definitions apply to the following terms as used in this policy:

A. "*Obscene to minors*" is defined as:

1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors, of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
3. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

B. "*Minor*" means any person under the age of 18.

C. "*Material and substantial disruption*" of a normal school activity is defined as follows:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

D. "*School activities*" means any activity of students sponsored by the school and includes — by way of example, and not by way of limitation — classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

- E. *"Unofficial"* written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, posters and underground newspapers, whether written by students or others.
- F. *"Libelous"* is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
- G. *"Distribution"* means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

### **Disciplinary Action**

Distribution by a student of unofficial written material may be treated as a violation of the student discipline code.

## **NONDISCRIMINATION AND ANTI-HARASSMENT**

### **A. Anti-Discrimination Law Compliance**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

### **B. Collateral Prohibitions**

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling or coercing discrimination; and
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

### **C. Compliance Officer Appointment**

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy districtwide:

(Compliance Officer)

422 Bulldog Drive, Gainesville, MO 65655

Phone 417-679-4200 Fax 417-679-4270

### **D. Reporting and Complaint**

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: Superintendent Justin Gilmore, 422 Bulldog Drive, Gainesville, MO 65655, Phone 417-679-4200, Fax 417-679-4270, who will assume the coordinator's duties for the purpose of that complaint.

### **E. Grievance Procedure and Resolution of Complaints**

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

### **F. Confidentiality and Records**

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

### **G. Public Notice and Dissemination**

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure

districtwide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

## **H. Limitations**

Nothing in this policy shall be construed as creating a cause of action. Neither the prescriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

## **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty(20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided to FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

### **NO CHILD LEFT BEHIND ACT**

Our district is required to inform you of certain information that you, according to "The No Child Left Behind Act of 2001" (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent-

- information on the achievement level of the parent's child in each of the state academic assessments as required
- timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001(NCLB)<sup>2</sup>.

#### **1. What is a complaint under NCLB?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department)

has violated a federal statute or regulation that applies to a program under NCLB.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed

with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

- 1) Programs include Title I. A, B, C, D, Title II, Title III.A.], Title IV.A, Title VI, Title VII.C
- 2) 'In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

*Revised 7/15*

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In 1986 President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. In 1987 the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Gainesville R-V School District conducted a complete inspection of its facilities in May 2000, utilizing the services of Mead Environmental. The results of this inspection have been included in a management plan which is available in the administrative offices of this district during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The district may charge a reasonable fee to make copies of management plans. Periodic surveillance is required every six months. A reinspection of our facilities is required every three years and was conducted on May 3, 2000. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

Parents are encouraged to examine the management plan that affects their children. The purpose of the federal and state regulations is to protect the health and well-being of all persons entering the buildings of the district for any reason. This district takes very seriously the recommendations made in the management plan.

The person in the district trained to oversee asbestos activities and ensure compliance is the superintendent. As required in the Rule, the superintendent is the single contact for the public to obtain information about asbestos-related activities in the district.

### **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

*(Model Notification of Rights under the Protection of Pupil Rights Amendment)*

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give consent before students are required to submit a survey that concerns on (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education.
  - a. Political affiliations or beliefs of the student or student's parent.
  - b. Mental or psychological problems of the student or student's family.
  - c. Sex behavior or attitudes.
  - d. Illegal, antisocial, self-incriminating or demeaning behavior.
  - e. Critical appraisals of other individuals with whom respondents have close family relationships.
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
  - g. Religious practices, affiliations or beliefs of the student or the student's parent.
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of the funding source.
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision and scoliosis screenings.
  - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others.
3. Inspect, upon request and before administration or use:



- a. Protected information surveys of students.
- b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
- c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor.

The Gainesville School District has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. Parents will also be provided notification of surveys and activities scheduled after the start of the school year.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

**Superintendent of Schools  
Gainesville R-V School District  
422 Bulldog Drive  
Gainesville, MO 65655  
417-679-4260**

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-5901**

### **ANNUAL NOTIFICATION OF DIRECTORY INFORMATION**

"Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information": student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The district shall annually notify parents of students currently in attendance and eligible

students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose not to have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district.

"Directory Information" is considered a "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010 -.030, RSMO.

### **IMPORTANT PHONE NUMBERS**

Superintendent of Schools.....	417-679-4260
High School/Junior High Office.....	417-679-4200
High School/Junior High Nurse.....	417-679-4200
Elementary Office .....	417-679-4416
Elementary Nurse .....	417-679-4416
Director of Transportation .....	417-679-4260
Special Education Director.....	417-679-4200 ext. 225
Food Services.....	417-679-4200 ext. 228

### **HOTLINE**

The students' safety is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of school staff. If you are uncomfortable bringing this situation to the attention of an adult, please call the Missouri School Violence Hotline at 866-748-7047. Your call will be anonymous.



**GAINESVILLE ELEMENTARY SCHOOL  
DISCIPLINE PLAN**

**--PARENT CONFIRMATION--**

Please sign and return this portion indicating that you have read and understand the discipline plan as outlined in the attached material.

Child's Name \_\_\_\_\_

Grade/Teacher \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE COMPLETE, SIGN, AND RETURN  
TO YOUR TEACHER



**Gainesville Elementary  
Student/Teacher/Parent Compact**

It is our goal that the home and school work together to provide the best education possible to our students. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party.

**As a PARENT, I will...**

- See that my child is punctual and attends school regularly.
- Show respect and support for my child, the teacher, and the school.
- Establish a time for homework and review homework regularly.
- Provide a home environment that encourages my child to learn.
- Talk with my child about his/her school activities every day.
- Read with my child and let my child see me read.
- Monitor my child's TV viewing

Optional Goal: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**As a Student, I will...**

- Show respect for others, my school and myself
- Always try to do my best in my work and in my behavior.
- Come to class on time and be prepared to work.
- Spend time daily, studying or reading at home.
- Obey the school and bus rules.

Optional Goal: \_\_\_\_\_

Student Signature \_\_\_\_\_

**As a Teacher, I will...**

- Show respect for each student and his/her family
- Help each student grow to his/her fullest potential,
- Provide an environment conducive to learning.
- Come to class prepared to teach.
- Supply clear evaluations of student progress and achievement to students and parents.
- Use special activities in the classroom to make learning enjoyable.
- Provide meaningful and appropriate homework activities.
- Maintain open lines of communication with students and their Parents.
- Enforce school and classroom rules fairly and consistently.

Optional Goal \_\_\_\_\_

Teacher Signature \_\_\_\_\_

PLEASE COMPLETE, SIGN, AND RETURN TO YOUR TEACHER



MARY WARREN, President  
JANET WACHS, Vice President  
ALEXIA WEST, Secretary  
HEATHER BUSHNER, Member

MASON ESTERICH, Member  
CONRY HELLEGROUSE, Member  
JERRY KISER, Member  
ROBBY WALRATH, Member

  
**Gainesville R-V School District**  
422 BULLDOG DRIVE  
GAINESVILLE, MO 65656-7459

JUSTIN GILMORE  
SUPERINTENDENT  
417-679-4260  
Fax: 417-679-4270

CLINT HALL  
Jr HIGH/HIGH SCHOOL PRINCIPAL  
417-679-4200  
Fax: 417-679-4290

TRAVEL HINES  
ASSISTANT JH/HIS PRINCIPAL  
417-679-4200  
Fax: 417-679-4290

ERIN SWOFFORD  
ELEMENTARY PRINCIPAL  
417-679-4416  
Fax: 417-679-2077

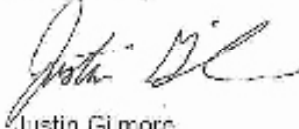
## Virtual Learning

In 2018, state law changed to require school districts to advertise and pay for virtual courses approved in the Missouri Course Access and Virtual School Program (MOCAP). MOCAP (formerly MOVIP) is operated by DESE. As required by the law, DESE screens course vendors and lists courses available for students to take. If an eligible student selects a course in MOCAP, the district is required to negotiate a contract and pay for that course.

A student is eligible to enroll in a course through the district if the student resides in and is enrolled in the district full-time, and the student attended a public or charter school at least one semester immediately prior to enrolling in the MOCAP course. However, a student is excused from the requirement that he or she be enrolled in a public school for the previous semester if the student has documented medical or psychological diagnosis or condition which prevented him or her from attending school during that semester. A student may be denied enrollment in a virtual course if it is not in the best educational interest of the student.

Parents and students interested in learning more about virtual courses can contact their building principal. A list of MOCAP course providers and a course catalog can be found at <https://mocap.mo.gov/catalog/>. The Gainesville R-V School District Virtual Course Policy can be accessed here ([Virtual Courses](#)). If you have any other questions related to virtual courses you may contact Dr. Clint Hall at 417-679-4200 or Erin Swofford at 679-4416.

Respectfully,



Justin Gilmore  
Superintendent  
Gainesville R-V District

*"Quality Learning Today for Tomorrow"*